

REPORTS INVENTORY						CONTROL NO.			
PREPARE IN DUPLICATE						DDS/OL/PMS-15			
1. TITLE OF REPORT (if a fill-in report include Form No.) Annual Report of Records Holdings						2. TYPE OF REPORT			
						<input checked="" type="checkbox"/> STATISTICAL			
						<input type="checkbox"/> NARRATIVE			
						<input type="checkbox"/> MACHINE-NAME LISTING			
3. FUNCTIONAL AREA	PERSONNEL	TRAINING	ADMIN. GENERAL						
	<input checked="" type="checkbox"/> LOGISTICS	SECURITY	OTHER (specify)						
4. NO. OF COPIES PREPARED 2	5. FREQUENCY (weekly, monthly, quarterly, etc.) Annual			6. DISTRIBUTION (No. of components not number of copies) 1					
7. FORMAT (memorandum, form computer print-out, etc.) memorandum	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT					
	<input checked="" type="checkbox"/> YES	IF YES GIVE ADP PROCESSING NO.		FPMR - 101					
<input checked="" type="checkbox"/> NO									
10. PREPARING COMPONENT (include lowest level contributing information to report) OL/PMS			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)						
12. COST FACTORS									
A. MANUAL PREPARATION AND REVIEW COSTS									
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
7 15	4.02 13.20		6 .25	=	24.12 3.30		1	=	24.12 3.30
B. COSTS OF COMPUTER PRODUCED REPORTS								27.42	
TOTAL COSTS PER YEAR								27.42	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.									
This report identifies type of records, life thereof and measures the amount of space required for the storage of records.									
14. FUTURE GOALS									
GOAL PROPOSED BY COMPONENT FOR THIS REPORT								ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)							MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE							STAT		
<input type="checkbox"/> DISCONTINUE									
16. DATE OF INVENTORY 8 October 1981		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION						18. EXTENSION	
Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130039-1									